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October 1968

MEMORANDUM FOR: Mr. Charles S. Murphy  
The White House

SUBJECT : Planning for an Orderly Transition of  
the Presidency

1. I refer to your memorandum of September 9, 1968, and the reply by the Director of Central Intelligence of 17 September which designated me the transition officer for the Central Intelligence Agency.

2. Since the Director of Central Intelligence and the Deputy Director of Central Intelligence are the only statutory appointees in the CIA, our problems may not be as great as those confronting other Government agencies. The planning which you have suggested is under way, however, and we anticipate no problem in assembling all the materials and being fully prepared by 5 November.

/s/ L. K. White

L. K. White  
Executive Director-Comptroller

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(EXECUTIVE DIRECTOR-Comptroller)

Transition  
White House

2 October 1968

MEMORANDUM FOR: Colonel White

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1. The Transition Act of 1963 states as its purpose the promotion of orderly transfer of the executive power. The intent of the Congress is that all officers of the Government in conducting the affairs for which they are responsible:

a. be mindful of the problems occasioned by transition in the Office of the President;

b. take appropriate steps to avoid or minimize disruptions;

c. otherwise promote orderly transitions in the Office of the President.

In addition to this general admonition, the act provides that the Administrator of General Services is authorized to provide, upon request, to each President-elect and each Vice President-elect, a variety of necessary services and facilities for use in connection with his preparations for assumption of office. These include office space and equipment, compensation for staffs, travel payment for ordinary business, printing and binding, and postal service.

2. Two items in which we might get involved are the provision that employees of any Government agency may be detailed to such staffs on a reimbursable or nonreimbursable basis with the consent of the head of the agency. Such employees then become responsible to the President-elect or the Vice President-elect and are not considered employees of the Federal

(EXECUTIVE REGISTRY FILE *Transitions*)

Government, although all their Federal benefits are retained. Provision was also made for the Administrator to furnish communications services, and possibly we could become involved in classified communications.

3. The services specified in the act are to be furnished after the date of the general elections in November for the persons who are the apparently successful candidates for the Office of President and Vice President, respectively, as ascertained by the Administrator. In the year 1968 this may provide the Administrator with a real problem.

4. It should be noted that the act also authorizes the Administrator to furnish former Presidents and Vice Presidents similar services for a period not to exceed six months from the date on which their term of office ends. The act authorizes appropriation of not more than \$900,000 for any one presidential transition. The appropriation for Fiscal Year 1969 is \$400,000.



Lawrence R. Houston

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